



## Tips for Applying for DOT Jobs: Non-Competitively as a Person with a Severe Disability

This document outlines some suggestions for applicants with severe disabilities who are interested in employment with the U.S. Department of Transportation (DOT).

The U.S. Department of Transportation Secretary, Mary E. Peters, has issued a goal that 3% of all new hires to the Department will be people with targeted disabilities. Most people with severe disabilities fall into this category. To help with this hiring initiative, managers are encouraged to hire people with severe disabilities using the “Schedule A Hiring Authority”. This authority allows managers to hire qualified persons with severe disabilities into Federal jobs without advertising vacancies and without competition. Applicants with severe disabilities, who meet the qualifications required for the job, may apply through the “Schedule A” process by providing the necessary documentation along with the Federal resume.

If you are interested in working for DOT, and have the required qualifications for specific jobs, ***please first follow the suggestions listed in this handout*** to complete your application. Our Selective Placement Coordinator Team can then help explore opportunities with you. Refer to the list of DOT Selective Placement Coordinators on page two when you are ready to submit your application and have identified a specific DOT administration that relates to your career interest.

1. Research the types of jobs for which you’re interested/qualified on the Office of Personnel Management web site at: <http://www.usajobs.gov/careers/index.asp?ic=1>. When you conduct job searches or apply for jobs on-line, you can search and apply non-competitively as a person with a severe disability by checking “yes” when asked if you’re a “person with non-competitive appointment eligibility”.
  - a. As an experienced job seeker, you may already have a particular Federal Job in mind. Find descriptions and minimum qualifications necessary for that job: <http://career.usajobs.gov/cig/specific.asp>
  - b. Military personnel can use a search engine named, “Crosswalk”, to help determine how military experience translates to civilian experience at the following web page: <http://online.onetcenter.org/crosswalk>.
2. To determine if your education, experience, and interests match the types of jobs for which DOT most frequently hires, visit the following DOT web site: [www.careers.dot.gov](http://www.careers.dot.gov).
3. Revise your resume to reflect the suggested "Federal Format" as indicated in the enclosed handout titled, “Federal Resume Tips”. Be sure to indicate the types of jobs for which you are qualified and interested in applying.
4. Obtain an up-to-date Schedule A letter from a licensed medical provider. Be sure it is written on office letterhead and includes the medical professional’s signature. Requesting an electronic copy will allow you to forward the letter via email very easily with your Federal resume. Please see the “Sample Schedule A Letter” included in this handout that we have developed with a local Vocational

Rehabilitation agency. Although it is just a sample letter, the basic content must remain the same in order to qualify for this hiring authority.

5. Send the resume and Schedule A letter to the DOT Selective Placement Coordinator listed on page two with some direction on what type of job (and grade level) you're interested in filling.

## Selective Placement Program Coordinators U.S. Department of Transportation

Office of the Secretary, Departmental Office of Human Resource Management	<b>Alison Levy</b> Program Manager Departmental Disability Employment Initiatives <a href="mailto:alison.levy@dot.gov">alison.levy@dot.gov</a>	Phone:	(202) 366-5305
Office of the Secretary, Human Resources Operations (OST, M-16)	<b>Sabrina Lewis</b> Human Resources Specialist <a href="mailto:sabrina.lewis@dot.gov">sabrina.lewis@dot.gov</a>	Phone:	(202) 493-0554
Federal Aviation Administration (FAA, AHP-200)	<b>Brenda Adams</b> Human Resource Specialist <a href="mailto:brenda.adams@faa.gov">brenda.adams@faa.gov</a>	Phone:	(202) 267-7015
Federal Highway Administration (FHWA)	<b>Lysette Givens</b> Human Resources Specialist <a href="mailto:lysette.givens@dot.gov">lysette.givens@dot.gov</a>	Phone:	(202) 366-8746
Federal Motor Career Safety Administration (FMCSA)	<b>Brandon Anderson</b> Human Resources Specialist <a href="mailto:brandon.anderson@dot.gov">brandon.anderson@dot.gov</a>	Phone:	(202) 366-4246
Federal Railroad Administration (FRA)	<b>Marcie Mullins</b> Human Resources Specialist <a href="mailto:marcella.mullins@dot.gov">marcella.mullins@dot.gov</a>	Phone:	(202) 493-6114
Federal Transit Administration (FTA)	<b>Dorothy Easley</b> Human Resources Specialist <a href="mailto:dorothy.easley@dot.gov">dorothy.easley@dot.gov</a>	Phone:	(202) 366-2517
Maritime Administration (MARAD)	<b>Martin Lis</b> Human Resources Specialist <a href="mailto:martin.lis@dot.gov">martin.lis@dot.gov</a>	Phone:	(202) 366-5116
National Highway Transportation Safety Administration (NHTSA)	<b>Terrance Webster</b> Human Resources Specialist <a href="mailto:terrance.webster@dot.gov">terrance.webster@dot.gov</a>	Phone:	(202) 366-5544
Pipeline and Hazardous Materials Safety Administration (PHMSA)	<b>Hailu Hailu:</b> <a href="mailto:Hailu.Hailu@dot.gov">Hailu.Hailu@dot.gov</a> <b>Ronald Digiovanna:</b> <a href="mailto:Ronald.Digiovanna@dot.gov">Ronald.Digiovanna@dot.gov</a> Human Resources Specialists	Phone:	Hailu: (202) 366-8990 Ronald: (202) 366-5618
Volpe Center	<b>Elizabeth León</b> Human Resources Specialist <a href="mailto:elizabeth.leon@dot.gov">elizabeth.leon@dot.gov</a>	Phone:	(617) 494-2214
Saint Lawrence Seaway Development Corporation (SLSDC)	<b>Julie Barnes</b> Human Resources Specialist <a href="mailto:julie.barnes@sls.dot.gov">julie.barnes@sls.dot.gov</a>	Phone:	(315) 764-3245
DOT Office of Inspector General (OIG)	<b>Al Parnell</b> Human Resources Specialist <a href="mailto:alfred.parnell@oig.dot.gov">alfred.parnell@oig.dot.gov</a>	Phone:	(202) 366-8996

**U.S. DEPARTMENT OF TRANSPORTATION, DISABILITY RESOURCE CENTER**  
**1200 NEW JERSEY AVENUE, SE, W56-403,**  
**WASHINGTON, DC 20590**  
**VOICE: (202) 493-0625; TTY: (202) 366-5273; FAX: (202) 366-3571**  
**WEB: [www.drc.dot.gov](http://www.drc.dot.gov)**

## FEDERAL RESUME TIPS

**For more tips and information on completing on-line resumes and KSA's, visit:**

**<http://www.usajobs.gov/infocenter/resumetips.asp>**

Formatting a Federal resume is quite different from the strategies used to become employed in private industry. This guide provides some practical suggestions on how to help ensure that you provide the most useful information in an effective manner.

### **Quick Tips:**

#### **Update Your Resume for Each Job Opportunity**

Federal job applicants are strongly encouraged to update the Federal resume for each specific job to which you are applying. The Federal resume is rated by a Human Resource Staffing Specialist against the job qualifications. As a result, the rating will determine if you are first, qualified for the job, and second, the pay level you will receive if offered the job opportunity.

#### **List Previous and Current Security Clearances**

If you currently or previously held a security clearance, you are strongly encouraged to include that information in your resume. Increased numbers of Federal agencies are in need of personnel with security clearances. Previously held clearances will kick start the process if it needs to be renewed.

#### **Don't Include Social Security Numbers**

Safeguard your personal identification! Social Security numbers are no longer required on the Federal resume. Keep in mind that your resume may be forwarded to networks of different people to help you secure a Federal job.

#### **Objective**

Be specific in listing the job categories for which you are qualified and interested in working. For more information on job categories, research the job vacancy announcements posted to [www.usajobs.gov](http://www.usajobs.gov).

#### **Include Series and/or Grade Numbers**

Series and grade refers to the Federal government's system for categorizing and defining jobs. If you have worked previously in the Federal government, you'll find this information on your most recent SF-50.

If you have never worked for the Federal government, you do not have to enter a series or grade on your resume for previous, non-government jobs. Upon application, however, you may be prompted to pick the highest grade you desire or are eligible for. To find the salary breakdown for the most recent General Schedule (GS) positions, visit [www.usajobs.gov/B5A.asp](http://www.usajobs.gov/B5A.asp).

#### **Add a "30 Second Commercial"**

Put yourself in the shoes of a Federal government staffing specialist and/or hiring manager who are regularly responsible for reviewing hundreds of resumes and applications. Use a summary statement at the beginning of the resume to sell yourself for the position to which you are applying. It's your "30 second commercial"!

## Sample “Commercials”

- Dedicated, results-oriented Administration and **Customer Service Professional** with over 10 years experience in financial services including loan and securities processing. Energetic, self-starter, who communicates well with customers and all levels of management.
- Dependable, energetic, well organized **Executive Administrative Assistant** with over 10 years experience in event planning, banking and the federal government. Self-motivated, team player with excellent interpersonal skills who communicates well with all levels of management.
- **Commercial Loan Officer** with 13 year record lending to small businesses in wholesale, manufacturing and service sectors. Team player adept at cross selling cash management and private banking services to increase share of customer business. Experience with real estate and asset based lending, coordinator of Small Business Administration government programs where appropriate.
- Results-oriented **Senior Management Executive** with over 20 years of varied expertise in Marketing, Retail Lending, and General Bank Operations. Proven track record in strategic planning and project management, with emphasis on managing costs and increasing net revenues. Demonstrated successes in leadership and team building.
- **Accounting Professional** with over 20 years demonstrated experience banking, retail and insurance. Areas of strength include ability to work independently or as a member of a team to meet organizational goals.
- Highly motivated **Account Analyst** with 14 years extensive experience in bank operations including investigation, settlements and reconcilements. Team player who likes to get job done under challenging circumstances.
- Energetic, well-organized **Public Relations and Communications Professional** with 10 years experience in employee publications, project management and internal/external writing assignments. Team player with strong presentation skills, enjoys working in a fast-paced, challenging environment and completing multiple tasks.

**Developing Your “30 Second Commercial”  
Summary Statement Exercise**

**Describe yourself checklist**

**A. Adjective (pick 2)**

- Dedicated
- Dependable
- Honest
- Enthusiastic
- Creative
- Innovative
- Conscientious
- Hard-working
- \_\_\_\_\_

**B. Action Verbs (pick 2)**

- Learns quickly
- Is attentive to detail
- Works hard
- Develops strong working relationships
- Is comfortable with computers
- Develops improved methods
- Meets all deadlines
- Solves challenging problems
- Produces quality work
- Achieves consistent results
- Motivates others
- Encourages team efforts
- Gets along well with others
- Achieves sales results
- \_\_\_\_\_

**C. Noun (pick 1)**

- Professional (specify if desired)
- Employee
- Worker
- Supervisor
- Salesperson
- Customer Service Representative
- Problem-solver
- Team-player
- \_\_\_\_\_

**To help create your own summary statement, take the sentence below and “plug in” the appropriate words from the checklist above:**

**I am a (an) \_\_\_\_\_ and \_\_\_\_\_**  
**who \_\_\_\_\_ and \_\_\_\_\_.**

(A) (A) (C)  
(B) (B)

### **Say it with Dollar Amounts**

- Negotiated contracts, made advanced purchases, and performed value analysis, achieving \$300,000 annual savings.
- Discovered technical and marketing problems in a planned new highway safety public relations effort, preventing loss of over \$100,000.
- Processed more than 25 orders per day, resulting in a daily increase of \$60,000 in reported sales.
- Supervised the opening/construction of new location, completing task at \$1,000,000 under project budget.
- Implemented new payroll system, saving \$7000,000 annually.
- Reduced cost of \_\_\_\_\_ by developing and implementing a new \_\_\_\_\_ system at the savings of \_\_\_\_\_ (\$).
- Designed entire \_\_\_\_\_ program, which earned \_\_\_\_\_ (\$) in company revenues.
- Purchased computer upgrade for office, saving the company \_\_\_\_\_(\$ ) in paid hours.

### **Say it with Percentages**

- Designed and implemented new filing system, decreasing operating costs by 15%.
- Reduced workforce by 12 percent with no loss in production.
- Introduced a \_\_\_\_\_ system that cut manufacturing costs by 15% and reduced new product development time by two months.
- Hired and trained a new sales team that increased sales by 20% and margins by 15%.
- Excellent marketing skills, resulting in 50% increase in profits.
- Recognized as a leader in company, using strong skills to affect a 75% increase in team productivity.
- Graduated within the top \_\_\_\_\_% of class.
- Resolved customer relations issues, increasing customer satisfaction by \_\_\_\_\_%.
- Instrumental in retaining \_\_\_\_\_% of customers through completion of MCI conversion project. Awarded a cash bonus from executive management.
- Initiated a safety program that reduced accidents by 12 percent in the first three months.
- Researched and developed touring traffic safety exhibit, utilizing slides, artwork, and copy which was viewed by over 2,500,000 people.
- Processed more than 25 orders per day, resulting in a daily increase of \$60,000 in reported sales.
- Made complete extensive international travel arrangements for a professional staff of 22 and prepared 85 travel vouchers in the first quarter of 1994.
- Instructed and trained over 1000 students in basic and advances Human Resource Management Courses over a seven year period.
- Designed and implemented an inventory recording program that saved two days from prior methods and eliminated counter errors.
- Sold (# of products) in (period of time) ranking \_\_\_\_\_ (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) in sales in a company of \_\_\_\_\_(# ) full-time and \_\_\_\_\_(# ) part-time employees in improving work flow processes, which decreased spending by \_\_\_\_\_%.
- Trained over \_\_\_\_\_(# ) full-time and \_\_\_\_\_(# ) part-time employees in improving work flow processes, which decreased spending by \_\_\_\_\_%.

## Sample Resume

Jane Doe  
123 Main Street / Washington, DC 00000 / (202) xxx-xxxx

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Veteran's Preference: 5 points

Citizenship: United States

Highest Federal Civilian Position:

**OBJECTIVE:** Computer Specialist, GS-9/11

### **CLEARANCE**

Held Top Secret (TS/SCI) Clearance for over 10 years that was deactivated October 1997.  
Last investigation was completed May 1995.

### **SKILLS SUMMARY:**

**Over 14 years of Desktop Support, User Support, Help Desk and Computer Operations experience while serving in the United States Navy.**

Extensive experience with PC hardware, software and operating systems both in stand alone and networked environments. Able to communicate effectively with technical peers and end users to resolve technical issues.

- Supervised, managed and trained personnel for Desktop/PC and LAN Support, Help Desk, and Computer Operations, time management and production scheduling.
- Responsible for over \$7,000,000 of equipment and software as well as liaison with operations and Maintenance Division personnel.
- Effective team-builder with strong leadership skills and proven track record at setting and achieving realistic goals for self and others. Maintained mission of command and division in perspective at all times.
- Proactive EEO leader meeting all command EEO objectives. Effectively motivated and trained junior personnel contributing to unit cohesiveness.
- Provided top-notch customer service at all commands achieving 98+% satisfaction rate at the Naval Computer and Telecommunications Area Master Station.

### **EMPLOYMENT HISTORY:**

#### **UNITED STATES NAVY**

**1/83 – 3/98**

**Naval Computer and Telecommunications Area Master Station**                      **9/95 – Present**

25 Commander Way, Virginia Beach, VA 22832

Petty Officer 2<sup>nd</sup> Class, Data Processing Technician

Supervisor: Mr. Jones; (804) xxx-xxxx; do not contact until permission given

**Automated Data Processing Technician**

**48 hours/week**

Responsible for installation, upgrade, maintenance, and repair of PC's, peripherals and associated software. Supervised five personnel providing desktop and user support to 5,000 users for MS Word 6.0, Word Perfect 5.0/6.0, MS-DOS (to v6.22), Windows 95, Windows 3.1, Norton Utilities, McAfee, CC:Mail and PC Tools in a Novell NetWare 3.x LAN environment. As Help Desk Supervisor personally handled 20-50 trouble calls on a daily basis.

Provided Level I and II Help Desk support for communications and COTS issues to seven sites on a global basis including Puerto Rico, Alaska, Italy and U.S. Naval vessels afloat. Help Desk handled over 300 trouble calls daily and was in operation 24 hours a day, 7 days a week.

Prepared and presented training lectures to station personnel on hardware, COTS software and proprietary software such as GATEGUARD, PCMT, NOW and NOWNET.

**USS Orion (AS-18) – Submarine Tender**

**5/91 – 08/95**

Supply Department – Automated Processing Division

La Mena, Manana, Spain

Petty Officer 2<sup>nd</sup> Class, Data Processing Technician

Supervisor: Ms. Smith: (804) xxx-xxxx; contact may be made

**Shift Supervisor**

**56 hours/week**

Supervised the operation and monitoring of the Honeywell DPS-6 System and the AN/UKY 65 Tape Drive Unit. Provided technical assistance and software support to end users.

Responsible for the daily work activities of four personnel including data entry, production control and production scheduling. Developed technical documentation for functional descriptions, maintenance and operation of equipment.

Prepared training lectures for technical personnel and end user on proper operating procedures.

**COMPUTER SKILLS:**

**Hardware**

IBM PC's, Micro-computers, HP LaserJet IV and DeskJet printers, ALPS Dot Matrix printers, HP Scanners and other peripherals and components (Memory, Network Interface Cards, Hard Drives, Floppy Drives, etc.)

Honeywell DPS-6 system and AN/UKY-65 Tape Drive Unit; Honeywell DPS-8/70 with AUTODIN Interface and associated peripherals for WWMCCS (World Wide Military Communications Command System); Platform Network; OPSN (Overseas Packet Switching Network); TESTNET (Multi-purpose network primarily for testing); Pluribus IMP (Multi-processor, multi-bus non-redundant mini-computer), C-30 IMP (Single processor non-redundant mini-computer), and C-70 IMP; NASI and NASII (PDP 11/34Systems); UNISYS 1100/84 and 1100/70; CDC Cyber 176, DCD819 and 885 Disk Units, and CDC 7639 Disk Controllers; Braegen 7110 Automated Tape Library; and various model of Cray Mini-computer Systems.

## **Software**

Novell NetWare 3.1x; Windows 95, Windows NT 4.0, Windows 3.1/3.11, MS Word 6.0-8.0, WordPerfect 5.0-6.0, McAfee, Norton Utilities, PC Tools, CC:Mail, MS DOS 5.0-6.22, Gateguard (Software used for secure message traffic); PCMT (Personal Computer Messaging Terminal); and NOW and NOWNET (Navy Order Wire Network)

## **TRAINING**

1998 Microsoft Certified Software Engineer (MCSE) Old Dominion University/ICTS, Alexandria, VA 22314

1994 Harvard Graphics Human Resources Office Naval Air Station, Rota, Spain

1989 WWMCCS (World Wide Military Computer Communications Systems) Computer Operator 3300 Technical Training Wing Air Force Base Keesler, MS/London, England

1986-1987 Introduction to Computer Systems Operation, Univac 1109 Systems, CDC 7600 System Software National Cryptologic School In-house Education Program for the Department of Defense, Fort Meade, MD.

## **EDUCATION**

1994 University of Maryland, University College: European Division, Rota, Spain  
Micros: Hardware and Software  
Micros: Desktop Publishing

## **HONORS AND AWARDS**

1996 Good Conduct Medal – Third Award (previously awarded 1987 and 1991)

March 1994 Letter of Commendation for the Successful Installation of the Fleet Air Reconnaissance VQ-2 Local Area Network

***Sample Schedule A Letter: "Complete"***



***COMMONWEALTH of VIRGINIA***

***Department Of Rehabilitative Services***

11150 Fairfax Boulevard – Suite 300

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James A. Rothrock, M.S.,  
L.P.C.  
COMMISSIONER

February 2, 2007

To Whom It May Concern:

This letter serves as certification that (name) is an individual with a documented disability, identified by the Virginia Department of Rehabilitative policy and can be considered for employment under the Schedule A hiring authority 5 CFR 213.3102 (u).

(Name of Person) also has certification of job readiness in an office setting and is likely to succeed in performing the duties of the position for which he /she is seeking.

Thank you for your interest in considering this individual for employment.

You may contact me at-----.

Sincerely,